



# Waganakising Odawak

Little Traverse Bay Bands of Odawa Indians

## Office of the Tribal Chairman

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### BUSINESS REGISTRATION REGULATIONS

REG-WOS 2006-009 080809-003

- I. Purpose.** The Little Traverse Bay Bands of Odawa Indians (LTBB) authorizes entities or individuals to do business under assumed names.
- II. Definitions.**
- A. **DBA:** means Business Registrations Certificate, Persons Conducting Business Under Assumed Name or Partnership; aka: “Doing Business As”.
  - B. **DOC:** means the Department of Commerce for the Little Traverse Bay Bands of Odawa Indians.
  - C. **Tribe:** means the Little Traverse Bay Bands of Odawa Indians. “LTBB”.
  - D. **Tribal Citizen:** means an enrolled person the Little Traverse Bay Bands of Odawa Indians.
- III. Jurisdiction.** These regulations shall apply to all LTBB lands whether held in fee or in federal trust, and to any person(s) under the jurisdiction of LTBB.
- IV. Filing for a Business Registration.** The Department of Commerce shall receive and process requests for persons filing a Business Registration Certificate for Persons Conducting Business Under Assumed Name or Partnership. Individuals or authorized entities who operate, or intend to operate a business, under an assumed name within the Tribe’s jurisdiction may file a Certificate of Assumed Name (also known as a DBA) with the DOC of the Little Traverse Bay Bands of Odawa Indians.
- A. The requestor’s tribal citizenship status shall be verified through the DOC using an electronic membership list that is provided by the LTBB Enrollment Department.
  - B. To ensure there are no existing businesses using the name chosen, the DOC will verify that there is no duplication of business names within the Tribal jurisdiction.
  - C. The Business Registration Certificate (DBA) form may be filled out prior, however they may *not* be signed. The certificate *must* be signed only when it is

presented at the DOC office.

- D. Signatures ***must*** be signed and witnessed by a ***Notary Public***. The Department of Commerce will provide notarization if all owners are present at time of signing, and have a current valid LTBB Tribal Identification, Driver's License or government issued identification.
- E. **Change of Name or Address.** In the event an individual or authorized entity who has filed a DBA through the DOC changes their name or address, the filer must notify the DOC in writing, within thirty (30) of the change. The filer is required to fill out another DBA form with the new address or name reflected. The Change of Name and or Address filing fee will apply for each change. The original DBA number issued will remain the same.
- F. A Certificate of Assumed Name or Co-Partnership must be amended when there is a change in the composition of the partners.

## **V. Dissolution.**

- A. In the event an individual or authorized entity who has filed a DBA becomes deceased, documentation such as an obituary or notification in writing from a family member may be used to document the death of the filer. Information received from the Tribal Enrollment office may also be used to document the deceased filer. The original DBA number will not be issued to another filer and the DBA is considered to be dissolved on the date of death.
- B. A DBA is deemed dissolved if the business moves outside of the Tribal jurisdiction.

## **VI. Renewals**

- A. Business Registration Certificates (DBA's) are valid for a period of ten (10) years.
- B. Upon expiration of Certificates of Assumed Names, the filer may reapply for the DBA using the same business name. The filer may do so up to 30 days prior to expiration. If the filer does not file for renewal by the expiration date (December 31<sup>st</sup> of the 10<sup>th</sup> year), then the DBA is automatically dissolved and the business name may be used by other persons.

## **VII. Fees.**

- A. The fee for the Business Registration Certificate (DBA) is fifteen-dollars (\$15.00).

- B. In order to change the address of a DBA or Co-Partnership it is a two (2) step process consisting of two (2) separate forms. The existing DBA or Co-Partnership must first be dissolved and then reapplied for. There is a ten dollar (\$10.00) filing fee for each form, therefore the **total** fee when filing for a Change of Name or Address is twenty dollars (\$20.00).
- C. Dissolution of Assumed Name or Co-Partnership Fee is ten dollars (\$10.00).

### **CERTIFICATION**

As Chairperson, I approve these Business Registration Regulations.

Date: \_\_\_\_\_

\_\_\_\_\_  
Frank Ettawageshik, Tribal Chairperson

Received by the Tribal Council Office on: \_\_\_\_\_ by: \_\_\_\_\_

As the Legislative Leader and Tribal Council Secretary, we certify that these Business Registration Regulations were approved by the Tribal Council of the Little Traverse Bay Bands of Odawa Indians at a regular meeting of the Tribal Council held on, \_\_\_\_\_ at which a quorum was present, by a vote of \_\_\_\_ in favor, \_\_\_\_ opposed, \_\_\_\_ abstentions, and \_\_\_\_ absent.

Date: \_\_\_\_\_

\_\_\_\_\_  
Beatrice Law, Legislative Leader

Date: \_\_\_\_\_

\_\_\_\_\_  
Regina Gasco Bentley, Secretary